

Purchase Requisitions-AD-700

AD-700s (requisitions)--assign number to AD-700:

Example: 2-3625-320-00001-01

2 = Fiscal year (FY) 2002
3625 = location
320 = management unit (MU)
00001 = number assigned sequentially to each AD-700 and/or expense
01 = number of line items on AD-700

Log AD-700 and other expenses into expense journal (computerized or paper) by recording:

AD-700 number assigned
Vendor
Dollar amount
Description of item
CRIS #
Date ordered
Type of expense
Credit card or purchase order number (when received from procurement)
Date item(s) received

Expenses (except salaries and benefits) may be tracked by recording into an expense journal. This may include AD-700s (requisitions), SF-182s (training), 202s (travel), utilities, agreements, awards, etc.

PROCUREMENT REQUEST <i>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</i>				TO: (Procurement Office)				1. REQUESTING OFFICE					
2 RECEIVING OFFICE NO.		3 CONTRACT NUMBER (if Applicable)		4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER		9 SUB	1A. PROCUREMENT REQUEST NO. 3 - 3625 - 112 - 00684		
6122							T5				1B. Date: June 23, 2003		
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller)						11. SHIP TO: (Consignee and Destination) USDA-ARS-Plant Introduction Station G212 Agronomy ISU Ames, IA 50011-1170 <div style="float: right;"><input type="checkbox"/> INSIDE DELIVERY</div>					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION						15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		27455-U Crimp Seal with PTFE/Silicone Septum								5.00	ea	\$81.10	\$405.50
2		57348-U SPME fiber assembly DVB/CAR/PDMS								2.00	ea	\$217.00	\$434.00
3		Shipping								1.00	ea	\$10.35	\$10.35
<i>For additional information, please contact:</i> <div style="display: flex; justify-content: space-between;"> Stacey Winter (515)2 (515)294-3255 </div> <div style="display: flex; justify-content: space-between;"> TECHNICAL CONTACT TELEPHONE NO. </div>													
21 FOB POINT				22 DISCOUNT TERMS				Sub-Total ▶ 25 \$849.85					
23 REQUIRED DELIVERY (Do not use ASAP) July 7, 2003		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT \$0.00		TOTAL ▶ 27 \$849.85					
28 ACC Line	29 ACCOUNTING CLASSIFICATION												
2	A 5 30136	B 10 25112	C 5 3 031		D 4	E 1 4 1 2		30 DISTRIBUTION 2 100.000%		31 AMOUNT \$849.85			
RECOMMENDED SOURCE(S) (if necessary use attachment) <div style="display: flex; justify-content: space-between;"> <div> Sigma Chemical Co P O Box 14508 St Louis, MO 63178 </div> <div> Fin: Phone: (800)325-3010 Contact: Fax: 800-325-5052 </div> </div>													I certify that the above items are necessary for use in the public service. TITLE SIGNATURE OF AUTHORIZED REPRESENTATIVE